

Comparisons of Job Characteristics

Focus Occupation: Eligibility Interviewers, Government Programs (43-4061)

Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

Compare Knowledge

Compare Skills

Compare Abilities

Compare Detailed Work Activities

Compare Tools and Technologies

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 84

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Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Clerical	7.3	21.6	17.6	<<	Extensive education and/or training may be required
English Language	11.2	11.7	8.0	<<	Extensive education and/or training may be required
Customer and Personal Service	11.3	11.5	19.7	>>	Current knowledge level is likely more than sufficient
Administration and Management	8.4	8.8	8.1	0	Current knowledge level may be sufficient
Computers and Electronics	8.4	8.8	9.2	0	Current knowledge level may be sufficient
Personnel and Human Resources	5.6	6.4	4.0	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 95

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Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Active Listening	11.0	13.6	15.2	>	Skill level is likely sufficient
Reading Comprehension	10.7	13.3	13.2	0	Current skill level may be sufficient
Service Orientation	7.9	12.5	11.8	0	Current skill level may be sufficient
Time Management	8.9	10.6	8.7	<	A higher skill level may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 94			
Focus Occupation: Eligibility Interviewers, Government Programs (43-4061)					
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Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Comprehension	12.5	13.9	15.3	>	Current ability level is likely sufficient
Oral Expression	12.4	13.5	15.7	>	Current ability level is likely sufficient
Written Comprehension	11.0	13.4	13.4	0	Current ability level may be sufficient
Near Vision	11.1	13.1	10.8	<	Some improvement in abilities may be required
Speech Recognition	9.9	12.8	11.2	<	Some improvement in abilities may be required
Written Expression	9.8	12.2	12.9	0	Current ability level may be sufficient
Speech Clarity	10.2	11.5	12.4	0	Current ability level may be sufficient
Information Ordering	9.9	10.3	10.0	0	Current ability level may be sufficient
Memorization	5.6	7.5	3.2	<<	Extensive improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 63
Focus Occupation: Eligibility Interviewers, Government Programs (43-4061) Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)		
Work Activities	Exclusivity of Activity	
Answer customer or public inquiries	41	
Explain rules, policies or regulations	48	
Maintain records, reports, or files	5	
Prepare reports	8	
Schedule meetings or appointments	68	

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common	Similarity of Focus Occupation to Associated Occupation: n/a
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Tools and Technologies

Exclusivity

Tools and technology data is unavailable for one or both occupations.

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.